



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT # 15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKJ1-J

31 OCT 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Annual Holiday Schedule for Fiscal Year 2004

1. Reference UNC/CFC/USFK/EUSA Regulation 1-3, Duty hours, Holiday Schedules, 3 March 1995.

2. In accordance with the enclosed spreadsheet and above reference, this command will observe US and ROK holidays during fiscal year 2004. Lunar holidays will also be celebrated and observed as identified at enclosure and IAW Appendix B of above reference.

3. All personnel not scheduled for duty will be excused from work to observe these holidays. An unscheduled [liberal] leave policy should be granted to all US and ROK civilian employees not entitled to a specific holiday, as appropriate.

4. The following days have been designated as training holidays for US military personnel. All US military personnel not required for mission essential duties will be excused from work. Those US military personnel required to work will be given an alternate day off. If the date is not already a holiday observance, civilian employees should be encouraged to take annual leave or compensatory time. Where offices are closed and no other work is available, civilian employees can be required to take annual leave. Twenty-four (24) hours advance notice is required to be given to the employee by the supervisor.

a. Tuesday, 14 Oct 03

b. Monday, 10 Nov 03

c. Friday, 28 Nov 03 ✓

d. Friday, 26 Dec 03 ✓

e. Friday, 2 Jan 04 ✓

f. Friday, 16 Jan 04 ✓

g. Friday, 13 Feb 04 ✓

h. Friday, 28 May 04 ✓

i. Friday, 2 Jul 04

j. Friday, 3 Sep 04

5. The Combatant Commander has ordered all non-essential activities within USFK to be closed on Thursday, 22 January 2004, in respect for ROK custom and observance of Seol-Nal (ROK Lunar New Year). All non-essential military personnel and US citizen employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US citizen employees required to work are not authorized either holiday premium pay or a substitute day off. ROK, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 21, 22 and 23 January 2004. Non-essential US military personnel will observe Seol-Nal on 22 and 23 January 2004.

6. USFK LN employees are not authorized "in lieu of" holidays. If required to work on a Korean holiday, they are compensated at the holiday premium rate for all non-overtime hours worked. Work in excess of eight (8) hours on holidays will be compensated at overtime rates in addition to the holiday premium pay.

7. This year the Chusok holiday period falls on 27, 28, and 29 September 2004. ROK, KATUSA, USFK LN, and MND will observe 27, 28, and 29 September 2004 for Chusok. Non-essential US military will observe 27 and 28 September 2004 for Chusok. ROK, KATUSA, USFK LN, and MND personnel will be released without charge to leave or loss of pay for the number of duty hours that they are normally scheduled to work 27, 28, and 29 September 2004. Korean employees deemed essential and required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized. It has been a past tradition that the Combatant Commander orders all non-essential activities within USFK to be closed on one day in respect for ROK custom and observance of Chusok. The Combatant Commander has chosen to close all non-essential activities on 28 September 2004. All non-essential military personnel and US civilian employees will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, US employees required to work are not authorized either premium pay or a substitute day off. US civilian employees are encouraged to take annual or compensatory time for 27 September 2004.

8. Christmas Holiday.

a. Thursday, 25 December 2003, and Thursday, 1 January 2004 are federal holidays. US military personnel not required for mission essential duties will be excused from duty. All US civilian employees not required to work on these days will be excused without charge to leave or loss of pay.

b. Holiday period. The period of Monday, 22 December 2003 through Friday, 2 January 2004 is designated as the holiday period for US military personnel. During this holiday period, commanders and staff principles are encouraged to allow the maximum numbers of personnel to take leave – consistent with national and service policies. Leave during this period may not exceed 10 percent (off peninsula). This is necessary because it is difficult to maintain appropriate manning levels during the holidays, arrival

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readiness. Commanders should attempt to offer leave windows to personnel that provide as many as possible the opportunity to experience at least one holiday (maybe not both Christmas and New Year) with their families. Reduced, half-day rotational work schedules will be enforced during the holiday period. However, each agency must be prepared to exercise recall plans to quickly achieve a readiness posture in accordance with USFK's mission. A liberal leave policy will be in effect for all US and Korean civilian employees assigned for duty with USFK. Absences by civilian employees during scheduled duty hours will be in accordance with applicable civilian personnel regulations and policies.

9. Point of contact for this memorandum is MSG Phipps at 723-8495. Questions concerning civilian personnel should be brought to the attention of the local civilian personnel office. This USFK Annual Holiday Schedule was coordinated with each component and appropriate staff agencies.

A handwritten signature in black ink, appearing to read 'Charles C. Campbell', with a large, sweeping flourish extending to the right.

CHARLES C. CAMPBELL
Lieutenant General, USA
Chief of Staff

Encl
As

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FISCAL YEAR 2004 HOLIDAYS

DATE	DAY	HOLIDAY	UNC/CFC/USFK MILITARY			UNC/CFC/USFK CIVILIAN			
			OBSERVED BY			OBSERVED BY			
			US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)	
1-Oct-03	WED	ARMED FORCES DAY (ROK)	NO	YES	YES	NO	NO	YES	
3-Oct-03	FRI	NATIONAL FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES	
13-Oct-03	MON	COLUMBUS DAY (U.S.)	YES	NO	YES	YES	NO	NO	
14-Oct-03	TUE	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
10-Nov-03	MON	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
11-Nov-03	TUE	VETERANS DAY (U.S.)	YES	NO	YES	YES	NO	NO	
14-Nov-03	FRI	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO	
27-Nov-03	THU	THANKSGIVING (U.S.)	YES	NO	YES	YES	NO	NO	
28-Nov-03	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
25-Dec-03	THU	CHRISTMAS (U.S./ROK)	YES	YES	YES	NO	NO	NO	
26-Dec-03	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	YES	YES	YES	
1-Jan-04	THU	NEW YEAR'S (U.S./ROK)	YES	NO	YES	NO	NO	NO	
2-Jan-04	FRI	TRAINING HOLIDAY (U.S.) (USFK LN)	YES	YES	YES	YES	YES	YES	
16-Jan-04	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	YES	NO	
19-Jan-04	MON	DR. MARTIN LUTHER KING DAY (U.S.)	YES	NO	YES	NO	NO	NO	
21-Jan-04	WED	LUNAR NEW YEARS DAY (ROK)	NO	YES	YES	YES	NO	NO	
22-Jan-04	THU	LUNAR NEW YEARS DAY (ROK)	YES*	YES	YES	NO	YES	YES	
23-Jan-04	FRI	LUNAR NEW YEARS DAY (ROK)	YES*	YES	YES	YES	YES	YES	
13-Feb-04	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
16-Feb-04	MON	PRESIDENT'S DAY (U.S.)	YES	NO	YES	NO	NO	NO	
1-Mar-04	MON	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	YES	NO	NO	
5-Apr-04	MON	ARBOR DAY (ROK)	NO	YES	YES	NO	YES	YES	
1-May-04	SAT	LABOR DAY (USFK LN ONLY)	NO	NO	NO	NO	NO	YES	
5-May-04	WED	CHILDRENS DAY (ROK)	NO	YES	YES	NO	YES	NO	
26-May-04	WED	BUDDHA'S BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES	
28-May-04	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
31-May-04	MON	MEMORIAL DAY (U.S.)	YES	NO	YES	YES	NO	NO	
6-Jun-04	SUN	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	NO	
2-Jul-04	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	YES	
5-Jul-04	MON	INDEPENDENCE DAY (U.S.)	YES	YES	YES	YES	NO	NO	
17-Jul-04	SAT	CONSTITUTION DAY (ROK)	NO	YES	YES	NO	NO	YES	
15-Aug-04	SUN	LIBERATION DAY (ROK)	NO	YES	YES	NO	YES	YES	
30-Aug-04	MON	TRAINING HOLIDAY (ROK)	NO	YES	YES	NO	YES	YES	
3-Sep-04	FRI	TRAINING HOLIDAY (U.S.)	YES	NO	YES	NO	NO	NO	
6-Sep-04	MON	LABOR DAY (U.S.)	YES	NO	YES	NO	NO	NO	
27-Sep-04	MON	CHUSOK (ROK)	YES*	YES	YES	YES	NO	NO	
28-Sep-04	TUE	CHUSOK (ROK)	YES*	YES	YES	YES	YES	YES	
29-Sep-04	WED	CHUSOK (ROK)	NO	YES	YES	NO	YES	YES	

* Non-essential personnel may be excused